



## **ADDISON COMMUNITY SCHOOLS**

*219 N. Comstock Street  
Addison, Michigan 49220*

### Annual Update of Student Registration Information

Parents/Guardians,

You will need to go to Home Access Center:

- Change the School District to "Addison Community Schools"
- Log into Home Access (you must log in as a parent, it will not work for student logins)
  - If you have forgotten your password, click on "Forgot My Username or Password", follow the prompts and you will receive an email on how to change your password. If you do not get an email or if you do not remember your username you can contact the office (HS – 547-6952, MS – 547-6951 and EL – 547-6912) and they can give you your username and a temporary password.
- Once you are in the Home Access Center, you will click on the "Registration" tab and then click on the link. You will be taken through the registration information one section at a time. Please make sure you "Save" after each section. Go through all sections and update any information, then "Submit". If there were areas that you could not update, please contact the appropriate office.
- Once the office has accepted your changes, you will receive an email letting you know that the changes have been made.

If you have any questions, please contact the school.